



Research Manager 1

7500 – 5734 – 4PB35

Department(s): Department of Child Support Services
Department of Health Care Services
Department of Industrial Relations
Department of Public Health
Employment Development Department
First 5 California
State Compensation Insurance Fund

Opening Date: 12/10/2014

Final Filing Date: Continuous

Type of Examination: Multi-departmental Open

Salary: Monthly ranged: \$5,181.00 - \$6,437.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources
Examination and Selection Services Section
1-866-844-8671
California Relay Service (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Experience and education which provides ability to perform successfully as a Research Manager at the level for which application is made. and

Either 1

One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Analyst 2.

Or 2

Experience: Three years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and methodology for a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree in a similar field to that described for the doctoral degree, may be substituted for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year performing the duties in a class with a level of responsibility equivalent to Research Analyst 2.) **and**

Education: Graduation from college, with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.

POSITION DESCRIPTION

Research Managers are responsible for leadership of a distinct research or statistical segment of a department. They plan operations, develop staffing requirements, organize and direct the work of a group of employees, and evaluate their work. They hire and separate employees. Research Managers propose and manage budgets for their operations. They set goals, manage resources to meet these goals, and report the results to their management. They direct their operations within the context of the total department and coordinate their work, and cooperate with the other parts of the department and with other organizations involved to meet overall departmental goals.

The term “research” as applied to this class series, is defined as systematic, critical, intensive investigation directed toward either a more comprehensive knowledge of the subject or for use in the resolution of program-related issues. This does not include library research solely to gather information; preparing and designing plans, projects, and specifications for transportation or construction projects; or scientific research work in laboratories.

This is a working supervisor level responsible for a small group of analysts or equivalent employees performing journey-level work. A Manager 1 personally performs the most difficult or sensitive work of the group.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

- Research design methods to conduct research projects and evaluation studies.
- Data collection methods (e.g., survey, interviews) to ensure the proper use and validation of the research results.
- Problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
- Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
- Project management principles to manage the progress of programs and project activities to ensure that project timelines and schedules are appropriately established, modified, and adhered to.

Ability to:

- Identify required data, information, materials, and resources needed to complete/perform a project.

- Research information through a variety of methods (i.e., internet, reading materials, verbal or written communication) to acquire necessary information for completing projects.
- Analyze statistical data to reach sound conclusions and/or make recommendations.
- Verify the validity and accuracy of data collected through formal data-gathering techniques (e.g., surveys, questionnaires, interviews).
- Analyze and evaluate data (e.g., numerical, graphical, charted, tabulated) accurately with minimal errors to apply information, formulate conclusions, and determine appropriate courses of action.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to research problems.
- Use sound research methods and principles to reach conclusions and/or make recommendations.
- Function as a technical lead for complex projects to ensure timely completion.
- Delegate work to project team members to ensure work projects are completed on time and within budget.
- Manage workload and assignments of others in order to meet work unit and project objectives and deadlines.
- Review the work of subordinate staff and provide constructive feedback from the perspective of a supervisor.
- Perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws.
- Communicate information clearly and concisely, in writing, to audiences with varying levels of understanding.
- Write reports, policies, and procedures using proper grammar, punctuation, and sentence structure.
- Interpret and explain policies, procedures, rules, and/or regulations to non-technical individuals (e.g., departmental employees, the public, vendors, other state agencies) to clearly communicate pertinent information.
- Complete work under critical timelines to meet project objectives and deadlines.
- Plan and organize various projects including the establishment of project timelines, and requirements for successful project completion to implement projects.
- Identify information, materials, and resources needed to complete projects and assignments.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources
 1515 "S" Street, North Building, Suite 400
 Sacramento, CA 95811-7258

Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and

18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date:

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)